

MONTANA CAREER PLANNING

The Montana Developmental Disabilities Program (DDP) is committed to the development and encouragement of individual supported employment (ISE) opportunities for citizens of the State. All people in Montana, regardless of the severity of disability, are eligible to develop a career plan to determine the kind and amount of support needed.

In addressing this initiative, Montana is using a nationally recognized career path planning process that was created by the Washington State Division of Developmental Disabilities and Snohomish County Human Services Department. Montana wishes to acknowledge the assistance from Washington State and recognize the considerable efforts that have gone into career planning; the Washington process has been modified to fit the current Montana service system. Montana DDP intends that individualized vocational services be based on a Career Plan that supports people in the pursuit and/or maintenance of community employment.

Each person's Career Plan is unique to that individual and is part of their "personal supports plan". Career Plans should demonstrate increasing involvement in the employment market, development of community connections, and continued movement toward inclusive settings and community employment. While on a career path, some individuals may need more support than others and some may spend a significant amount of time in activities that will prepare the person for future community employment. People may also be supported in a variety of settings and in a broad range of activities that will contribute to their career path goals. At the end of the career path, individuals may participate in retirement activities that will keep them connected to their community.

The **purpose** of the Career Plan is to document specific personal career goals and the key steps to achieve those goals. These key steps will assist the service provider to identify the support needed. Once the plan is operating, the individual, Case Manager, and service provider will review the plan at least once a year to discuss progress made and changes needed.

The Career Plan has several types of activities. Some are incorporated in the PSP, some are noted here.

1. Pre-Planning Activities:
 - a) Things to Do before you Start
 - b) Choosing a Provider (part of the PSP process)
2. Career Planning: Discovering Personal Employment Interests
3. Career Planning: Identifying Key Strategies

Pre-Planning Activities: Things to Do before you Start (Case Managers)

There are some preliminary steps that will be helpful in preparation for building a Career Plan. Please consider each step and provide a written response as needed. Note: The steps do not have to be in any given order.

☐ **STEP 1** Attach the PSP Form: People/Agencies Who Support Me.

☐ **STEP 2** Your current ICP day funding is \$_____. The funding you need for Supported Employment is \$_____. If your funding is not enough for Supported Employment what steps is Case Management taking to obtain the Employment goal?

☐ **STEP 3** Has Case Management contacted the Social Security Benefits Assistance Program if you are receiving Social Security benefits and have questions about the effect of work on your benefit. What was the finding?

☐ **STEP 4** Has Case Management contacted the State Vocational Rehabilitation Program to determine if you are eligible and interested in their support. (This is required by DD) What date is the appointment? What was the finding?

☐ **STEP 5** Your current Supported Employment provider is _____. If you do not have a current Supported Employment provider or do not wish to stay with the one you have what steps would you like your Case Manager to take to obtain Supported Employment Services for you?

Career Planning: Discovering Personal Employment Interests (Job Coach)

Who am I and what do I want to do?

My Name:

My strengths, interests, and skills:

What am I good at doing?

What are my personal interests?

What skills do I have?

What things do I not like?

My employment preferences and career ideas:

What kind of job do I want in my community?

What hours or shifts or days do I want to work?

Do I need to find work close to my home?

What is my Career Plan Goal?

Based on the PSP meeting, summarize the goal developed for this year:

Do I have a second career goal for a different kind of job? If so, list that goal:

Career Planning: Identifying Key Strategies (Job Coach)

What **specific actions** do I need to take to achieve my goal and who will help me? Here are some ideas (in no particular order) to help you get started:

- Practice job interviewing.
- Learn how to take the bus or apply for specialized transportation.
- Find volunteer work or other activities that will help me gain experience and skills related to my career path goal.
- Develop connections in my community related to my career plan goal.
- Work on behavior issues.
- Improve self-care or social skills.
- Develop a resume.
- Contact employers in my community.

Please list the critical action steps / key strategies that will promote your Career Plan goal. These key strategies should identify the tasks, timelines, and people responsible.

What Needs to be Done to Complete Action Steps in the PSP	Who will Do it & Who will Help	When will it Get Done

Career Planning: Determining Provider Financial Reimbursement (Job Coach)

In order for the service provider to support the Career Plan, they will need to receive **financial reimbursement**. That reimbursement is determined by the estimated amount of support needed each month. Together with the service provider which you have selected, please list in Table #1 the estimated number of contacts for each of the following tasks that you expect the provider to deliver each month. These contacts involve both time that the provider spends directly with you, as well as time the provider spends on your behalf with prospective employers. **Note: The Estimated Monthly Contacts and Job Coach time should be an average of expected contacts and time spent during a twelve month period. Consideration should be taken whether State VR is anticipated to provide any services during the next 12 months. This financial reimbursement section of the Career Plan should be reviewed and updated routinely as support needs change.** Once the total contacts and job coach time per month have been estimated, please refer to the “Tiered Rate” total to determine which reimbursement rate applies to your Career Plan.

Table #1: Estimated Average Monthly Contacts and Hours for the 12 Month Period beginning _____ and ending _____.

Provider Tasks Per Month	Estimated Number of Contacts and Job Coach Time
Pre-placement activities: Pre-placement activities consist of gathering information, conducting employee assessment and completing any steps necessary to implement the job placement process.	
Job Market Analysis/Job Development: Job market analysis and job development involve identifying and locating potential jobs.	
Job Match/Screening: Job match and screening involves establishing job requirements and selecting/matching potential employees to jobs.	
Job Placement/Training: Training is directed toward development of all the skills necessary to succeed in the particular paid job that the individual is hired to do. Training occurs within the actual job environment and addresses naturally occurring demands and contingencies. The trainer assists the employee in completing the job until all the tasks can be performed to the standard established by the employer.	
Ongoing Assessment and Support and Service Coordination: Ongoing assessment and support involves monitoring the status of the job environment and the employee, and providing interventions as needed to maintain job placement.	
Transportation: Transportation of a work crew and its equipment to and from the job site may be provided	
AVERAGE JOB COACH TIME PER MONTH (HRS)	

Prior to the Annual PSP: Defining Personal Outcomes (Case Manager)

Achieving personal outcomes is important in Career Planning. These outcomes should be reviewed routinely and discussed with friends and family, case managers, and providers (at least at the yearly PSP). Please respond to each of the questions with your current experience. At different times, the answers may change. It is important to share those changes with others and update your Career Plan as needed.

Measures for PSP scheduled on: _____

Do I have a job that meets my Career Plan goal?

Is there opportunity for promotion and career advancement?

Do I earn a level of income that I identified in my Career Plan?

Do I have meaningful and inclusive relationships with my work colleagues?

Do I enjoy my work assignments and find them personally rewarding?

Other Important Personal Outcomes:

Signature Sheet:

I agree with this career plan and believe that it accurately reflects my interests.

Consumer _____

Date _____

I assisted with the development of this career plan.

Job Coach _____

Date _____